

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



May 12, 2003

ALL COUNTY INFORMATION NO. I-29-03

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS  
ALL COUNTY CONSORTIA MANAGERS  
ALL COUNTY LEGACY SYSTEMS MANAGERS  
ALL COUNTY WELFARE-TO-WORK COORDINATORS

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: RECORDS RETENTION FOR PURPOSES OF TRACKING TIME ON AID FOR THE CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) AND TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) PROGRAMS

REFERENCE: ALL COUNTY LETTERS (ACL) 97-65, 97-68, 98-09, 98-44, 99-90 AND ERRATA, 00-48, 01-03, 01-66, 02-33, 02-66, 02-70, 02-91 AND ALL COUNTY INFORMATION NOTICES (ACIN) I-52-99, I-47-02, I-58-02, I-90-02, AND I-95-02

This letter is to remind counties of the policy to retain records for purposes of tracking the CalWORKs and TANF time limits. As previously stated in ACL 01-03 dated January 12, 2001, counties are instructed to retain all welfare case records that support the tracking of time on aid for CalWORKs recipients. These records include time limit information in county/consortia data systems as well as hard copy or permanent photographic or electronic form.

Counties are required to maintain the case records in an automated or non-automated format until the statewide automated time limit tracking system, Welfare Data Tracking Implementation Project (WDTIP) has been validated for accuracy. Until the WDTIP system has been tested over time and proven reliable, counties will need to rely on their case records to resolve discrepancies that may arise over the accuracy of the time clocks and to settle issues identified at state hearings. It is the intention of the California Department of Social Services (CDSS) to ensure that WDTIP contains complete and accurate time limit information so counties will be able to use the system to make eligibility determinations for CalWORKs recipients based upon the aggregate time on aid. However, until such time, counties must maintain the necessary case records to substantiate all CalWORKs recipients' time limit information. Moreover, those counties whose systems are unable to transmit the required data to the WDTIP system will be obligated to rely on their case records to verify CalWORKs recipients' time limit information.

If you have any questions regarding this letter or need additional information, please contact Charissa S. Miguelino at (916) 657-3665.

Sincerely,

***Original signed by  
Charr Lee Metsker on 5/12/03***

CHARR LEE METSKER, Chief  
Employment and Eligibility Branch  
Welfare to Work Division

c: CWDA  
CSAC